



2013-14 GT End of Year Data Cleanup and Reporting

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Office of Next Generation Learners
Division of Learning Services

GT End of Year Reporting Timeline

May 1 –
May 31

- Data cleanup and correction

June 1–6

- GT Coordinator uploads GT Detail Report and Summative Evaluation to Secure File Server

June 7

- KDE pulls GT Detail Report and compares data for missing student.
- KDE begins to review Summative Evaluation

Permissions and Support Staff

- ▶ Permissions are granted through the District Technology Administrator
- ▶ Only Gifted and Talented Coordinator (GTC) should upload reports
- ▶ Support staff may assist in generating reports, data cleanup and correction

Newly Identified GT Students

- ▶ Do **not** enter students who will not be served in 2014
- ▶ Wait until after **uploading GT Detail Report** to enter students who will begin services Fall 2014

Ad Hoc Reports for Data Cleanup












Year School Calendar

Index Search Help < **Data Export Wizard**

► Fees
► Grading & Standards
► Medicaid
► Programs
▼ **Ad Hoc Reporting**
Filter Designer
Data Viewer
Letter Designer
Letter Builder
Data Export
Data Analysis

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.

Saved Filter

-  **State Published**
-  **student** G&T Invalid General Intellectual Ability
-  **student** G&T Invalid gifted category
-  **student** G&T Invalid Primary Talent Pool
-  **student** G&T Invalid Specific Academic Aptitude
-  **student** HEALTH Audit Grade 00 with no Physical I
-  **student** HEALTH Audit Grade 00 with no Vision Ex
-  **student** HEALTH Audit Grade 06 w/no Physical Ex
-  **student** Health conditions and 6 or more absence e
-  **student** HEALTH-Grade 00 Dental Screenings
-  **student** HEALTH-Grade 00 Physical Exam

Pick an Export Format

- ☒ HTML list report
- ☐ XML
- ☐ Delimited values (CSV)
- ☐ Fixed width
- ☐ PDF report

Special Considerations

According to the gifted regulations, personnel should take into account environmental, cultural, and disabling conditions which may mask a child's true abilities such as:

- 1) An exceptional child (IEP)
- 2) Disadvantaged
- 3) Underachieving

☐ Self-contained classrooms, 4-12

General Intellectual Ability Evidence:

☐ Anecdotal records

☒ Checklist inventories (underachieving or disadvantaged)

01: Cognitive Abilities Test
02: Test of Cognitive Skills (CTBS)
03: Kaufman Int. Test
04: Naglieri
05: Otis-Lennon School Ability Test
06: Raven Progressive Matrices
07: Stanford Binet
08: WISC
09: Woodstock Johnson
10: Other

General Intellectual Ability Evidence:

<input type="checkbox"/> Anecdotal records	<input type="checkbox"/> Behavioral checklist inventories
<input checked="" type="checkbox"/> Checklist inventories (underachieving or disadvantaged)	<input type="checkbox"/> Collection of evidence from portfolios
<input type="checkbox"/> Continuous progress data	<input type="checkbox"/> High performance on intellectual assessment
<input type="checkbox"/> Informal assessment	<input type="checkbox"/> Nominations-Peer
<input type="checkbox"/> Nominations-Self or petition	<input type="checkbox"/> Observation of applied advanced reasoning ability
<input type="checkbox"/> Primary review committee recommendation	<input type="checkbox"/> Referrals/Recommendation-Parent
<input checked="" type="checkbox"/> Referrals/Recommendation-Teacher	<input type="checkbox"/> Student awards or critiques
<input type="checkbox"/> 9th stanine on comp. test of intellectual ability	<input checked="" type="checkbox"/> Other, Specify <input type="text" value="Exceptional"/>

Kentucky Department of Education

Gifted and Talented Record Transfer

Year School

Index Search Help <

System Administrator

- ▶ Student Information
- ▶ Instruction
- ▶ Census
- ▶ Behavior
- ▶ Health
- ▶ Attendance
- ▶ Scheduling
- ▶ Fees


District Notices
No district notices at this time.

School Notices
No school notices at this time.

Process Inbox

Date Range to Display

Delete Selected Messages

<input type="checkbox"/>		Process	Name
<input type="checkbox"/>		Records Transfer	Transfer Release 

More Student Record Transfer

Status: Records released.

<u>Transfer Documents</u>		<u>Data imports</u>
 Transcript	 IEP	 Transcript Import Wizard
 Census Contact Summary	 Special Ed Evaluation	 Extended Census Import Wizard
 Extended Census Summary	 Special Ed Documents	 Enrollment History Import Wizard
 Enrollment History	 PLP	 Assessment Import Wizard
 Schedule	 PLP Documents	 Immunization Import Wizard
 Attendance Period Detail	 ILPA	 Health Condition Import Wizard
 Assessment Summary	 ILPA Documents	 Health Screening Import Wizard
 Behavior Summary	 LEP	 IEP Import Wizard
 Health Condition Summary	 LEP Services	 Special Ed Evaluation Import Wizard
 Health Screening Summary	 LEP Accommodations	 Special Ed Documents Import Wizard
 Health Immunization Summary		 PLP Import Wizard
		 PLP Documents Import Wizard
		 ILPA Import Wizard
		 ILPA Documents Import Wizard
		 KY State Reporting Import Wizard
		 LEP Import Wizard

Gifted & Talented Status

*Gifted Category: 05: Specific Academic Aptitude-Math

*Year Identified: 2007 *Start Date: 08/01/2007 End Date:

Gifted Declined Services: ☐

Gifted Underachieving: ☐

Service Delivery Options:

☐ Various Acceleration Options

☐ Early exit from Primary ☐ Grade skipping ☐ Subject Area Higher Grade Level

☐ Dual Enrollment Courses ☐ Dual Credit Courses ☐ Early exit from high school

☐ Advanced Placement and Honors Courses

☒ Collaborative Teaching and Consultation Services

☐ Special Counseling Services

☐ Differentiated study experiences in the classroom

☐ Differentiated individual study ☐ Differentiated for Cluster groups

☐ Distance learning

☐ KVHS courses ☐ Video courses ☐ Other online course

☒ Enrichment services (school day)

☐ Independent study

☐ Mentorships

☒ Resources services

☐ Pull-out setting ☒ Appropriate instructional setting ☐ Consortium

☐ Seminars

☐ Travel study options

☐ Special schools, 4-12

☐ Self-contained classrooms, 4-12

Attendance Transferred Summary From Last Enrolled District

Present	Absences	Unexcused Absences	Excused Absences
88.00	2.0	0.0	2.0
Tardies	Unexcused Tardies	Excused Tardies	
1	1	0	
Absent Events Unexcused	Absent Events Excused		
0	2		
EHO Absence	AFD Absence	AFR Absence	ATA Absence
0.00	0.00	0.00	0.00

Save

GT Data Entry Screen

- This screen will be displayed when you import the data from the “KY State Importing Wizard”
- Click “Save” to save the record
- It is **very** important that the Enrollment personnel notify Gifted and Talented staff of new Gifted and Talented students to the district

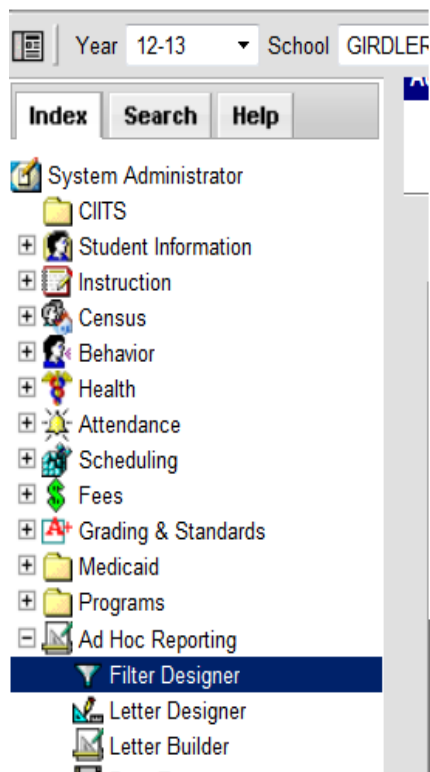


End Dating Primary Talent Pool Records

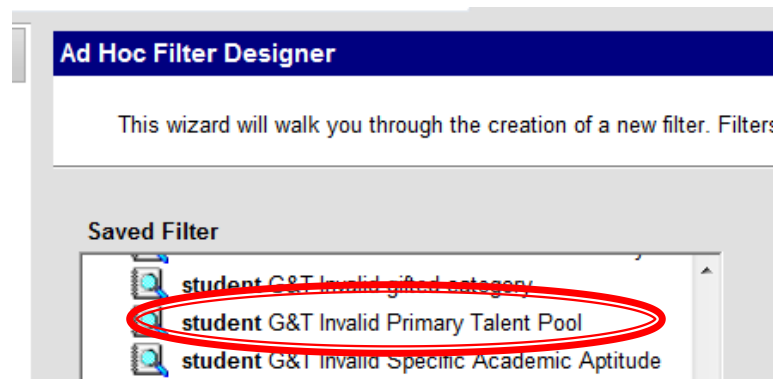
- ▶ **IMPORTANT:** You may end date PTP records at any time. The GT Detail report does not look at end dates, but does look for active enrollment.

Correcting Primary Talent Pool Records

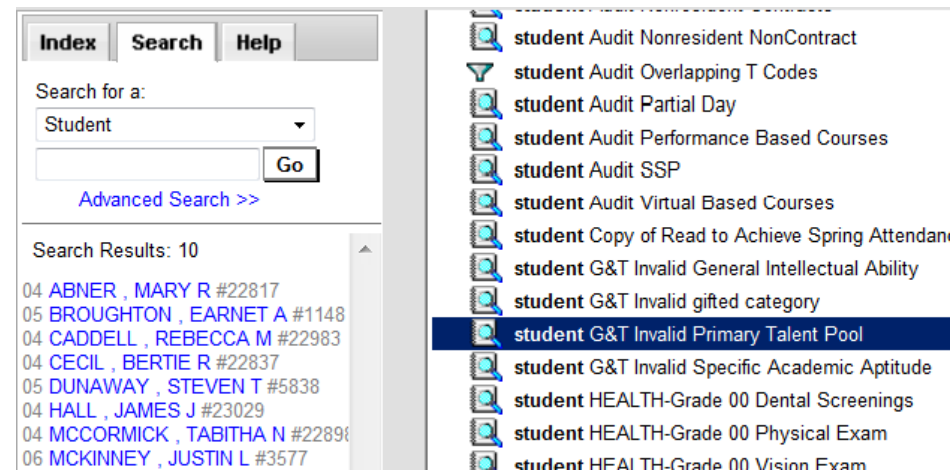
1



2



3



Correcting PTP Records

Year: 12-13 School: GIRDLER ELEMENTARY SCHOOL Campus Community

ABNER, MARY R
Grade: 04 #22817 DOB: 10/14/2002 Gender: F Team: KNORR, KELLIE

Pre-School Title 1 Services ESS Attendance Group TEDS Records Request
District Info Report Comments Tier 1 Documentation DPP
Summary Enrollments Schedule Attendance Flags Grades Transcript
Credit Summary Assessment Behavior Transportation Fees Lockers Graduation
Athletics AdHoc Letters Waiver Records Transfer **Gifted & Talented** FRYSC

Add Gifted & Talented

Start Date	End Date	Year Identified	Category
05/15/2009		2009	Primary Talent Pool

Click to open record

Gifted & Talented Status

*Gifted Category: 12: Primary Talent Pool

*Year Identified: 2014

*Start Date: 10/01/2011

End Date:

☐ Gifted Declined Services ☐ Gifted Underachieving

Service Delivery Options:
(At least 2 Service Delivery Option checkboxes must be selected)

☐ Various Acceleration Options

☐ Early Exit from Primary ☐ Grade Skipping ☐ Subject Area Higher Grade Level

☐ Dual Enrollment Courses ☐ Dual Credit Courses ☐ Early Exit from High School

☐ Advanced Placement/IB Courses

Type in end date

GT Detail Report

- ▶ Must send report for funding
- ▶ Student level data
- ▶ Overall student total
- ▶ Category totals
- ▶ Compare with other district lists
- ▶ Only the GT Coordinator (GTC) uploads to Web Application Administration Point of Contact (WAAPOC) site
- ▶ <https://applications.education.ky.gov/Login/>

GT Detail Report

Year School Calendar

Index Search Help <

Surveys

▼ KY State Reporting

▶ Edit Reports

▼ KDE Reports

At Risk ADM(prior to 2011-12)

Benchmark Report

Calendar Summary

CIITS Roles

EOC Assessment

Gifted and Talented Detail

Gifted Benchmark Report DE

KEES Audit

KEES Eligibility

KY Student Health Screening

Missing or Invalid Course StateCod

Persistence_to_GraduationV2

Restraint or Seclusion

Schedule Gap

SEEK At Risk ADM

SPED EOY Behavior Data

SpEd_Evaluation_Detail

Gifted and Talented Detail

The reports may take several minutes to render. Please do not click Generate Report More than once.

The Gifted and Talented Detail provides a list of students that have been identified in one or more of the gifted categories for students in grades 4-12. This report will pull students who have a Primary Talent Pool status and who are in grades Kindergarten through third grade. The count will also provide data for students regarding twice exceptionalty, English Language Learners, gender and ethnicity.

Click here for the GT Detail Report

Generate Report

Click only once, may take several minutes to generate

Browser window showing the Infinite Campus application interface. The address bar displays <https://icuat.education.ky.gov/staging/main.xsl>. The browser tabs include "Infinite Campus".

The application header shows "Infinite Campus" logo, "District Edition", and "Sandbox Test Site". A "Log Off" button is visible in the top right corner.

The main interface includes a sidebar menu with the following items:

- Index
- Search
- Help
- ▼ KY State Reporting
 - Edit Reports
- ▼ KDE Reports
 - At Risk ADM(prior to 2011-1
 - Calendar Summary
 - CLITS Roles
 - EOC Assessment
- Gifted and Talented Deta**
- KEES Audit
- KEES Eligibility
- Missing or Invalid Course St
- Restraint or Seclusion
- Schedule Gap

The main content area displays a "Generate Report" button.

A dialog box at the bottom asks: "Do you want to open or save **report.csv** from **icuat.education.ky.gov**?" with buttons for "Open", "Save", "Cancel", and a close button (X).

report - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A

B I U

Wrap Text

General

\$ % , .00 .00

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Σ AutoSum Fill Clear Sort & Find & Filter Select

A1	Year																
Year	District_nu	School_nu	District_na	School_na	SSID	Last_name	First_name	gender	Grade	Race_Ethn	LEP_Status	Special_ed	program_5	Creative_c	General		
2014	301	23	Knox Coun	Knox Coun	1025	HAMMON	LARRY	M	8	White	No	No	No				
2014	301	23	Knox Coun	Knox Coun	1041	HOWELL	ASHLEY	M	8	White	No	No	No				
2014	301	23	Knox Coun	Knox Coun	1063	DANIELS	VIOLA	F	8	White	No	No	No				
2014	301	23	Knox Coun	Knox Coun	1066	CALLEBS	CASSANDR	F	8	White	No	No	No				
2014	301	23	Knox Coun	Knox Coun	1071	PAYNE	RANDELL	M	7	White	No	No	No				
2014	301	23	Knox Coun	Knox Coun	1091	CHAVIES	MEGAN	F	8	White	No	No	No			1	
2014	301	23	Knox Coun	Knox Coun	15	MCKINNEY	TRENTON	M	7	Hispanic/L	No	No	No				
2014	301	23	Knox Coun	Knox Coun	1663	LUKE	BRENDA	M	8	White	No	No	No				
2014	301	23	Knox Coun	Knox Coun	1668	GAMBREL	HENRIETT	F	8	White	No	No	No				
2014	301	23	Knox Coun	Knox Coun	1683	ROSE	GINA	F	7	White	No	No	No			1	
2014	301	23	Knox Coun	Knox Coun	1686	WELLS	DEIDRA	F	8	White	No	No	No				
2014	301	23	Knox Coun	Knox Coun	1689	HAMBLIN	AMANDA	F	8	White	No	No	No				
2014	301	23	Knox Coun	Knox Coun	1690	HOLDEMA	KYLE	M	7	White	No	No	No				
2014	301	23	Knox Coun	Knox Coun	1698	GRAY	KEVIN	M	7	White	No	No	No				
2014	301	23	Knox Coun	Knox Coun	1712	CARTER	TEDDIE	F	7	White	No	No	No			1	
2014	301	23	Knox Coun	Knox Coun	1722	MILLS	CHALLIS	M	8	White	No	No	No				
2014	301	23	Knox Coun	Knox Coun	1727	MONHOLL	LAUREN	F	8	White	No	No	No			1	
2014	301	23	Knox Coun	Knox Coun	1749	LUDINGTC	CHRISTINA	F	7	White	No	No	No				



Missing Student Report

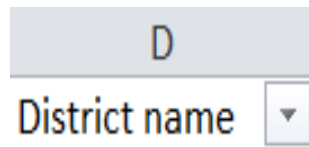
Missing students 482014 without names - Microsoft Excel

G1 Grade																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Year	District	School	District	School	SSID	Grade	Race/Et	Creative	General	Psychos	Specific	Specific	Specific	Specific	Visual a
2	2014	1	10 Adair Cour	Adair Cour	1943280394	11	White	NULL		1	NULL	1	1	NULL	NULL	NULL
3	2014	1	10 Adair Cour	Adair Cour	1945240701	10	White	NULL		NULL	NULL	NULL	NULL	NULL	NULL	1
4	2014	1	10 Adair Cour	Adair Cour	1949819971	9	White	NULL		1	NULL	1	NULL	NULL	NULL	NULL
5	2014	1	10 Adair Cour	Adair Cour	1959105071	10	White	NULL		NULL	NULL	NULL	NULL	NULL	1	NULL
6	2014	1	10 Adair Cour	Adair Cour	1962232128	12	White	NULL		1	NULL	NULL	NULL	NULL	NULL	1
7	2014	1	14 Adair Cour	Adair Cour	1919802718	6	White	NULL		1	NULL	1	NULL	NULL	NULL	NULL
8	2014	1	14 Adair Cour	Adair Cour	1960788071	8	White	NULL		NULL	NULL	1	NULL	NULL	NULL	NULL
9	2014	1	16 Adair Cour	Adair Cour	2120035662	3	White	NULL		NULL	NULL	NULL	NULL	NULL	NULL	NULL
10	2014	1	16 Adair Cour	Adair Cour	2120056473	3	White	NULL		NULL	NULL	NULL	NULL	NULL	NULL	NULL
11	2014	1	16 Adair Cour	Adair Cour	2120062717	3	White	NULL		NULL	NULL	NULL	NULL	NULL	NULL	NULL
12	2014	1	16 Adair Cour	Adair Cour	2120266982	4	White		1	1	NULL	NULL	NULL	NULL	NULL	NULL
13	2014	1	20 Adair Cour	Adair Cour	2120042421	2	Two or mc	NULL		NULL	NULL	NULL	NULL	NULL	NULL	NULL
14	2014	5	10 Allen Cour	ALLEN CO	2120047170	3	Two or mc	NULL		NULL	NULL	NULL	NULL	NULL	NULL	NULL
15	2014	5	15 Allen Cour	JAMES E B.	1949307332	7	Hispanic/L	NULL		NULL	NULL	NULL	NULL	NULL	NULL	1
16	2014	5	15 Allen Cour	JAMES E B.	1949817553	7	White	NULL		NULL	NULL	NULL	NULL	1	NULL	NULL
17	2014	5	15 Allen Cour	JAMES E B.	1958310730	8	White	NULL		NULL	NULL	1	NULL	1	1	NULL
18	2014	5	15 Allen Cour	JAMES E B.	1958913921	7	White	NULL		NULL	NULL	NULL	NULL	NULL	NULL	NULL
19	2014	6	10 Anchorage	Anchorage	1949639783	7	White	NULL		1	NULL	NULL	NULL	NULL	NULL	NULL

Ready Average: 7.519836957 Count: 9543 Sum: 27673 100%

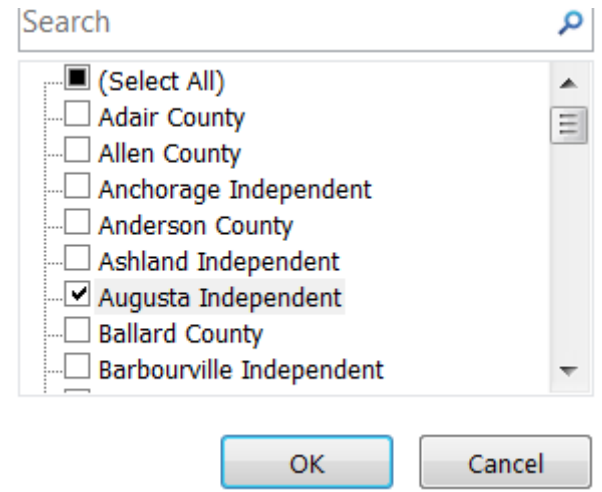
Missing Student Report

1) Click down arrow to filter for district



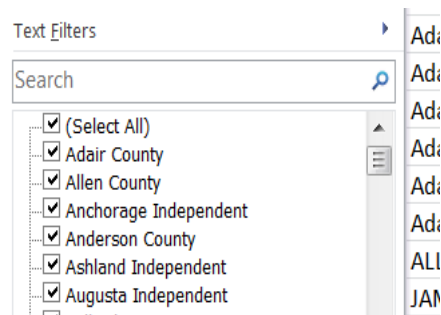
A screenshot of a web form with a label "District name" and a dropdown arrow. The letter "D" is visible in the dropdown menu, indicating the filter is set to districts starting with D.

3) Click in box to select your district



A screenshot of a search box titled "Search" with a magnifying glass icon. It contains a list of districts with checkboxes: (Select All), Adair County, Allen County, Anchorage Independent, Anderson County, Ashland Independent, Augusta Independent (checked), Ballard County, and Barbourville Independent. Below the list are "OK" and "Cancel" buttons.

2) Click "Select All" to unselect all districts



A screenshot of a search box titled "Text Filters" with a magnifying glass icon. It contains a list of districts with checkboxes: (Select All), Adair County, Allen County, Anchorage Independent, Anderson County, Ashland Independent, and Augusta Independent. To the right of the list is a vertical scroll bar.

Uploading to Secure Site

- ▶ Only GTC should upload
- ▶ Contact Kathie if you need login and/or PW
- ▶ Files are secure
- ▶ Email confirmation sent
- ▶ Web Application Site:
<https://applications.education.ky.gov/Login/>

Web Server Upload Site

https://applications.education.ky.gov/login/

Web Applications Login

Kentucky.gov

KY Agencies | KY Services

KENTUCKY DEPARTMENT OF EDUCATION
Every Child Proficient and Prepared for SUCCESS

Web Applications Login

Home

Welcome!

Please use your user name and password.

If you are having trouble accessing EPSB applications, please contact the **EPSB** Help Desk via e-mail at EPSBHelp@ky.gov.

Quick Links

- Kentucky Department of Education
- KDE Open House
- School Report Card Archive
- Kentucky Testing Reports
- Technology Readiness Survey Reports

Registered Users

User Name:

Password:

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

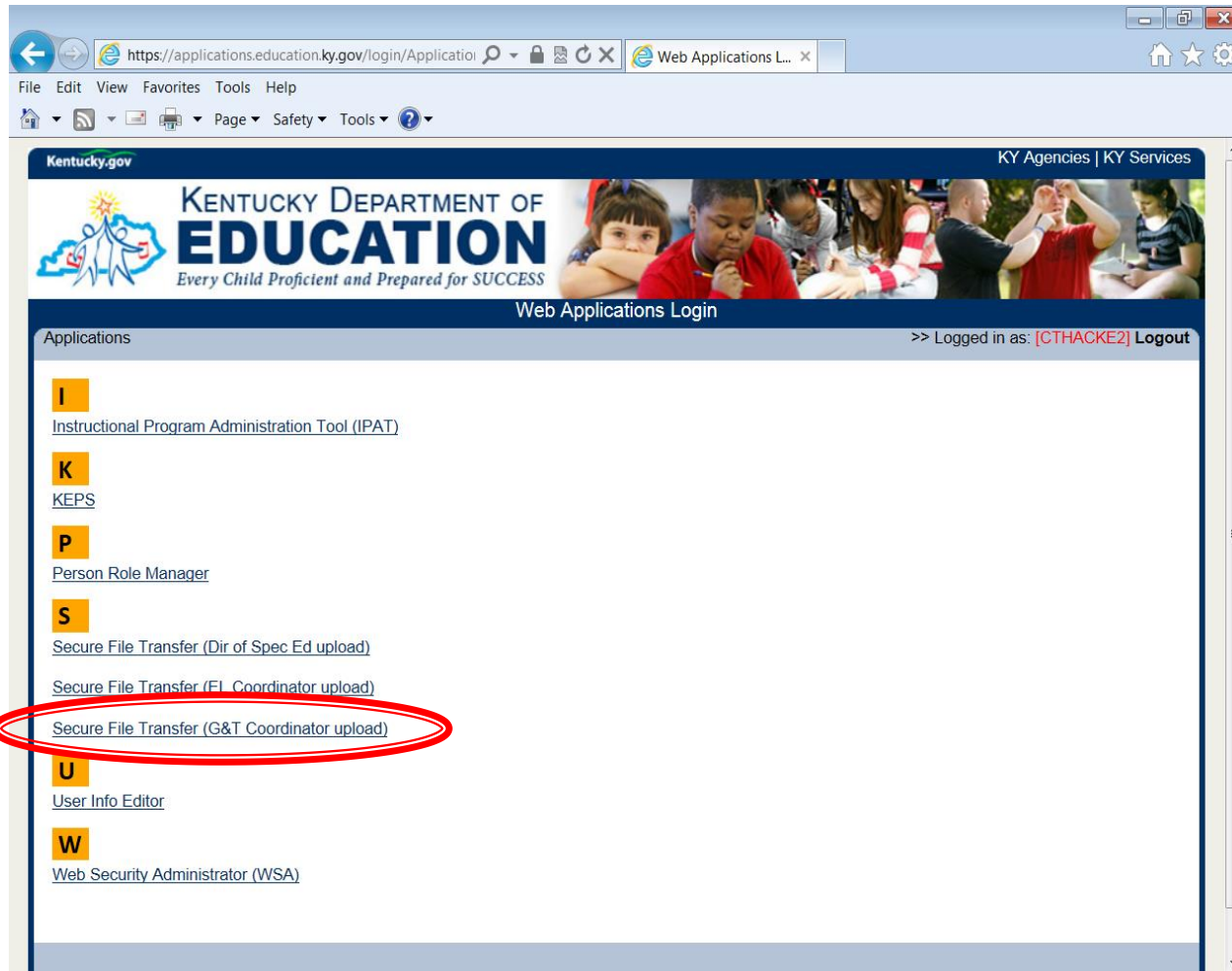
Security Disclaimer!

While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.

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More Web Server Upload Site



Web Server Upload Cont.

Please use the "Browse" button below to locate the file you wish to upload.

After clicking the "Browse" button:

1. Select the location you have saved the file to on your computer from the drop-down list.
2. Double-click on the file's name.
3. Click on the "Upload Your File" button.

**** Files that are larger than 50MB may time out while being uploaded.**

***Any data previously submitted under the name of the file chosen will be over-written.**

Site Compatibility

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Data Comparison

- ▶ State and District Editions compared
- ▶ Missing Student list sent to district
- ▶ Discussions of file upload October 1

Gifted Benchmark Report

Year School Calendar

Index

Search

Help

<

Gifted Benchmark Report

▼ KY State Reporting

► Edit Reports

▼ KDE Reports

At Risk ADM(prior to 2011-1

Benchmark Report

Calendar Summary

CIITS Roles

EOC Assessment

Gifted and Talented Detail

Gifted Benchmark Report

KEES Adult

KEES Eligibility

KY Student Health Screenin

Missing or Invalid Course St

Persistence_to_Graduation

Restraint or Seclusion

Schedule Gap

This report may take several minutes to render. Please do not click Generate Report more than once.

The purpose of these reports is to show Gifted and Talented (GT) students' longitudinal results on major assessments by content area. You may run the report for English, Mathematics, Reading, Science, Social Studies, Writing or Language Mechanics. If the student has state pushed scores for the selected content area on these assessments: K-PREP (grades 3-8), EXPLORE, PLAN, ACT, COMPASS and KYOTE, they will be reported. If multiple scores exist for an assessment, the highest scale score will be reported.

If the student has been formally identified as GT, their Gifted Student Service Plan (GSSP) should match the interventions or service delivery options the student is being offered.

Select Subject

Select Gifted Category

Gifted Benchmark Report Selections

Select Subject

English ▼

English

Language Mechanics

Math

Reading

Science

Social Studies

Writing

Select Gifted Category

Specific Academic Aptitude-Language Arts ▼

Specific Academic Aptitude-Language Arts

Specific Academic Aptitude-Math

Specific Academic Aptitude-Social Studies

Specific Academic Aptitude-Science

General Intellectual Ability

Contact Information

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